



Early Childhood Specialist

About the Education Achievement Authority: The Education Achievement Authority is a new statewide school system that will assume operation of the lowest five (5) percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school year and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Early Childhood Specialist

REPORTS TO: Assistant Chancellor for Instructional Support and Educational Accountability

SUMMARY of POSITION:

Under limited supervision, the successful candidate will provide instructional leadership for the Early Childhood programs in the EAA of Michigan. The Early Childhood Specialist will provide support and coordination in the administration and operation of all program components with the main emphasis being in the areas of curriculum development and implementation, assessment and staff development.

PRIMARY DUTIES AND RESPONSIBILITIES:

The person filling this position will assume responsibility for providing leadership, direction and supervision of all district level early childhood programs which will also include the following:

- Have working knowledge of all child care or Early Childhood Education Assistance Program (ECEAP) program components including components aligned to Great Start and Head Start
- Establish record keeping systems that provide accurate program information that includes data entry into child care data base or classroom documentation of student progress or behavior
- Supervise training and implementation of student-centered learning
- Establish and implement orientation procedures, staff development, ongoing technical assistance and training or updating procedures necessary for the operation of the Early Childhood Program
- In conjunction with building level principals, coordinate interviews and recommend selection of staff in accordance with district and program policies and procedures, which includes assistance with completion of appropriate paperwork
- Assist in developing, implementing and reviewing a plan for transition of program children into kindergarten

- Assume responsibility for maintaining minimum licensing requirements or ECEAP Performance Standards at each Early Childhood Program site. Includes assistance with ECEAP components such as Family Support, Educational, Health and Nutrition
- Work as a liaison with building principals insuring that facilities meet health and safety standards as required by the Division of Child Care and Early Learning
- Assist Early Childhood Program staff by researching and providing technical assistance in all Early Childhood Program sites, including development or implementation of curriculum, behavioral plans for children and/or providing assistance with improvement sited by local or state ECEAP reviews
- Coordinate with the staffing plan required for each Early Childhood Program center site. Including early release days, staff development days, summer programs, and any holidays the Early Childhood Program remains open
- Submit and maintain proper records or reports for the child care licensing, Working connections Child Care, or ECEAP contractor
- Oversee the fiscal operations of each Early Childhood Program site or each ECEAP program site including assisting site coordinators or classroom teachers in tracking spending of allocated budgets
- Communicate regularly with parents and staff on issues that impact the Early Childhood Program
- Monitor Early Childhood Program sites for compliance with Child Care and Adult Food Program (CCAFP)
- Perform other duties as may be assigned

EDUCATION AND EXPERIENCE:

Minimum qualifications include:

Masters Degree in Early Childhood Education

Must have at least five years of teaching experience with young children, and preferred two years of experience in the Central Valley ECE/CC programs.

- Must have demonstrated management and supervisory skills for the proper administration of a multi-faceted program.
- Must have knowledge of problem solving and collaborative negotiating skills and understand the role of leadership within a multi-faceted program.
- Must have knowledge and experience in developing and implementing curriculum and assessment for children ages birth through 12 years.
- Must have experience in developing and presenting appropriate staff training related to the program.
- Must be able to organize and prioritize work.

FILING DEADLINE:	Posted until filled
SALARY:	Commensurate with experience
LENGTH OF WORK YEAR:	Twelve (12) Months
EFFECTIVE DATE:	Immediately

METHOD OF APPLICATION: All interested candidates should submit a letter of application and current resume to:

Dr. H. MiUndrae Prince
Assistant Chancellor, Human Capital, Equity and Accountability
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48202

By E-mail to mprince@eaaofmichigan.org